

FY 2002-03 BUDGET

BUDGET SECTION SUMMARY

Section Title:

SANITATION ZONE - GEYSERVILLE

A. Program Description

This budget finances the operation, maintenance, and administration of a collection system, pumping stations, treatment plant, and disposal facilities serving the Geyserville area.

B. Financial Summary

Section	GROSS EXPENDITURES			NET COST/USE OF FUND BALANCE		
	FY 01-02 Adopted	FY 02-03 Requested	Percent Change	FY 01-02 Adopted	FY 02-03 Requested	Percent Change
Operations	\$258,500	\$258,500	0.00%	\$78,124	\$78,124	(0.00%)
Bonds	17,925	17,925	0.00%	(13,450)	(13,450)	0.00%
Construction	135,000	80,000	(40.74%)	87,850	32,850	(62.61%)
TOTAL:	\$411,425	\$356,425	(13.37%)	\$152,524	\$97,524	(36.06%)

C. Staffing Summary

No staffing is allocated to this index.

D. Workload Summary

Workload Indicator	FY 00-01 Actual	FY 01-02 Budget Estimate	FY 01-02 Revised Estimate	FY 02-03 Projected	Change from FY 01-02 Budget Estimate
Total ESDs	318	331	321	321	(3.02%)
Total APNs	295	296	296	296	0.00%

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The Geyserville Sanitation Zone (Geyserville SZ) treatment facility became operational in 1981 and is designed to treat an average daily dry weather flow of up to 92,000 gallons per day. Based on the 1996 Report of Waste Discharge prepared for the Geyserville SZ, current and future treatment plant inflows were expected to remain less than the treatment and disposal capacity of the Geyserville SZ facilities. Accordingly, there are no expansions to the treatment and disposal facilities planned at this time.

The proposed construction budget of \$80,000 is intended to fund an update to the facilities plan (\$50,000) and capital replacement projects (\$30,000) for replacement of portions of the collection system.

E. Summary of Issues and Significant Changes (Continued)

In January 2000, Agency staff held a Sanitation Workshop presenting a summary of operational and regulatory issues associated with sanitation systems operated by the Agency, providing information regarding past operational practices, changes in the regulatory environment, the estimated cost of sanitation services, and strategies for addressing current and future operational issues. Three levels of service and their costs were identified for each of the sanitation systems and are described below.

Minimum Level of Service: Includes services necessary for the protection of public health, employee safety, and public safety.

Standard Level of Service: Includes services necessary to operate and maintain the sanitation systems in order to limit or reduce the risk of (1) service interruption and (2) violations of the respective National Pollutant Discharge Elimination System (NPDES) permit or Waste Discharge Requirements (WDRs) issued by the Regional Boards.

Asset Preservation Level of Service: Includes services and programs necessary to (1) operate, maintain and replace facilities and equipment within the sanitation systems in order to preserve the system's assets, (2) provide a beneficial impact on the quality of life in the community, and (3) provide economic savings to the ratepayers through optimizing life cycle costs.

The requested rate per ESD for FY 01-02 annual service charges is \$531, representing a 3.91% increase from FY 00-01. The requested increase will fully fund the programs and services necessary to provide a standard level of service and partially fund programs necessary to provide an asset preservation level of service for the forthcoming fiscal year.

F. Summary of Reduction Options

No reduction options are proposed.

G. Attachments

- Summary of Revenues and Expenditures
- Character Justification
- Statement of Special Fund Activity

FY 2002-03 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Section Title: SANITATION ZONE - GEYSERVILLE - OPERATIONS

Section/Index No: 681106

Sub-Object No. and Title	Adopted 2001-02	Requested 2002-03	Difference	Percent Change
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REVENUES:

TAXES

1001 Flat Charges - CY	\$163,277	\$163,277	\$0	0.00%
1061 Flat Charges - PY	2,000	2,000	0	0.00%
1120 Penalties / Costs on Taxes	600	600	0	0.00%
Subtotal Taxes	\$165,877	\$165,877	\$0	0.00%

USE OF MONEY

1700 Interest on Pooled Cash	\$12,375	\$12,375	\$0	0.00%
Subtotal Use of Money	\$12,375	\$12,375	\$0	0.00%

CHARGES FOR SERVICES

3400 Sanitation Services	\$2,124	\$2,124	\$0	0.00%
Subtotal Charges for Services	\$2,124	\$2,124	\$0	0.00%

TOTAL REVENUES	\$180,376	\$180,376	\$0	0.00%
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EXPENDITURES:

SERVICES AND SUPPLIES

6040 Communications	\$600	\$600	\$0	0.00%
6180 Maintenance - Bldgs/Imp	25,000	25,000	0	0.00%
6262 Lab Supplies	500	500	0	0.00%
6522 District Services	80,000	80,000	0	0.00%
6570 Consultant Services	3,000	3,000	0	0.00%
6573 Administration Costs	1,600	1,600	0	0.00%
6610 Legal Services	300	300	0	0.00%
6630 Audit / Accounting Services	2,000	2,000	0	0.00%
7212 Chemicals	4,900	4,900	0	0.00%
7217 State Permits / Fees	2,100	2,100	0	0.00%
7320 Utilities	20,500	20,500	0	0.00%
Subtotal Services and Supplies	\$140,500	\$140,500	\$0	0.00%

OTHER CHARGES

7980 Depreciation	\$75,000	\$75,000	\$0	0.00%
Subtotal Other Charges	\$75,000	\$75,000	\$0	0.00%

FY 2002-03 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

SUMMARY OF REVENUES AND EXPENDITURES

Index No.: 681106

Sub-Object No. and Title	Adopted 2001-02	Requested 2002-03	Difference	Percent Change
<u>FIXED ASSETS</u>				
8510 Building / Improvements	\$0	\$0	\$0	N/A
<i>Subtotal Fixed Assets</i>	\$0	\$0	\$0	N/A
<u>OTHER FINANCING USES</u>				
8625 OT - W/in Special Dist - BOS	\$35,000	\$35,000	\$0	0.00%
<i>Subtotal Other Financing Uses</i>	\$35,000	\$35,000	\$0	0.00%
<u>APPROPRIATIONS FOR CONT</u>				
9000 Appropriations for Contingencies	\$8,000	\$8,000	\$0	0.00%
<i>Subtotal Appropriations for Contin.</i>	\$8,000	\$8,000	\$0	0.00%
TOTAL EXPENDITURES	\$258,500	\$258,500	\$0	0.00%
TOTAL NET COST				
<i>(Expenditures Minus Revenues)</i>	\$78,124	\$78,124	(\$0)	(0.00%)

FY 2002-03 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Sanitation

Section Title: Sanitation Zone - Geyserville - Operations

Character: Taxes

Character No.: 681106-10

1001 Flat Charges - CY

Flat charge revenue from annual service charges is expected to increase slightly from the adopted FY 00-01 budget. The annual rate will increase 3.91%, from \$511 to \$531.

ESDs times annual rate:	317 x \$531	\$168,327
Less Estimated Delinquency Factor:	3%	(5,050)
		\$163,277

1061 Flat Charges - PY

This account records the estimated delinquent amount of prior years sewer service charges.

1120 Penalties / Costs on Taxes

This item records penalties paid on delinquent sewer service charges.

Character: Use of Money

Character No.: 681106-17

1700 Interest on Pooled Cash

This account records interest on pooled cash held for the Zone by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$275,000
Projected Interest Rate	4.50%
	\$12,375

Character: Charges for Services

Character No.: 681106-30

3400 Sanitation Services

This account records annual sewer service charges for entities that are invoiced, rather than collected as flat charges on the tax roll, and for new hook-ups as they occur during the year. The Sanitation Rate Ordinance requires that charges be collected at the time permits are issued. The properties are then added to the tax roll master listing and collected through sub-object 1001, Flat Charges, in the following year.

Based on projected FY 01-02 ESDs, the Zone will have a slight increase in revenue from invoiced

ESDs x Annual Charge	4 x \$531	=	\$2,124
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FY 2002-03 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Sanitation

Section Title: Sanitation Zone - Geyserville - Operations

Character: Services and Supplies

Character No.: 681106-60

6040 Communications

This account records expenses paid by the Zone for outside communication services such as Pacific Bell and AT&T.

6180 Maintenance - Bldgs / Impr

This account records the cost of parts and materials required to maintain the collection system and pumping facilities.

6262 Laboratory Supplies

This account records the cost of lab supplies required for testing and monitoring wastewater.

6522 District Services

This account records the cost of labor and overhead required for operation and maintenance of the Zone's facilities and equipment, as well as other related service and supply type items. The requested budget increase for FY 01-02 will bring this item closer to the costs identified for District Services (\$80,000) necessary to provide a standard level of service for the Geyserville Sanitation Zone.

6570 Consultant Services

This account records the cost of consultant services required in support of special projects.

6573 Administration Costs

This account represents the 1% administration fee assessed by the County for processing collection of flat charges on the tax roll.

6610 Legal Services

This item is requested to provide funds for the estimated cost of legal services to be provided by County Counsel, or outside legal services, as required.

6630 Audit / Accounting Services

This item represents the direct allocation of Auditor-Controller Fiscal Services staff costs for time expected to be spent on the Zone's accounting.

7212 Chemicals

This account records the cost of chemicals required for operation of the treatment plant. The anticipated amount is considered necessary to meet the discharge requirements of the Zone's NPDES permit, as required by the State Water Quality Control Board.

7217 State Permits / Fees

This account records the cost of District permits related to NPDES, as mandated by the Regional Water Quality Control Board.

7320 Utilities

This account records the cost of payments made for utilities such as gas, electricity, and water. The amount is increased due to anticipated higher power costs.

FY 2002-03 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Sanitation

Section Title: Sanitation Zone - Geyserville - Operations

Character: Other Charges

Character No.: 681106-75

7980 Depreciation

Generally accepted accounting principles require that depreciation be expensed each year.

Character: Fixed Assets

Character No.: 681106-85

8510 Buildings / Improvements

No funds are requested for fiscal year 01-02.

Character: Other Financing Uses

Character No.: 681106-86

8625 OT - W/in Special Dist - BOS

This account reflects the transfer of cash from the operations fund to the construction fund to finance the capital replacement program. If the operations fund does not have sufficient cash available to finance planned capital projects, the transfer will not be made and any uncompleted projects will be rescheduled and rebudgeted in the next fiscal year.

Character: Appropriations for Contingencies

Character No.: 681106-90

9000 Appropriations for Contingencies

This account provides funding for unanticipated expenditures or revenue shortfalls.

FY 2002-03 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Sanitation
Section: Sanitation Zone - Geyserville - Operations
Index No.: 681106

DESCRIPTION OF FUND ACTIVITY	Actual FY 00-01	Estimated FY 01-02	Requested FY 02-03
Undesignated/Unreserved <i>BEGINNING</i> Fund Balance Available for Budgeting (See Detailed Components Below)	\$316,782	\$301,433	\$270,965
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	182,413	177,771	180,376
Expenditures - (Decrease) fund balance	(265,930)	(283,239)	(258,500)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	(83,517)	(105,468)	(78,124)
Adjustments to Reserves/Encumbrances:			
7980 - Depreciation	67,335	75,000	75,000
Loss on Fixed Asset			
Change in Encumbrances	833		
Net Adjustment - Increase/(Decrease) to Fund Balance	68,168	75,000	75,000
Undesignated/Unreserved <i>ENDING</i> Fund Balance Available for Budgeting	\$301,433	\$270,965	\$267,841
Total Increase/(Decrease) in Fund Balance for Fiscal Year (Difference between Beginning and Ending Balance)	(\$15,349)	(\$30,468)	(\$3,124)
<u>Fund Balance Components at Beginning of FY</u>	<u>7/1/00</u>	<u>7/1/01</u>	
Cash	\$314,099	\$293,516	
Accounts Receivable	\$0	\$0	
Other Receivables	4,969	9,372	
Prepaid Expense	0	0	
Accounts Payable	(1,453)	(1,455)	
Encumbrances	(833)	0	
Total Beginning Fund Balance	\$316,782	\$301,433	

FY 2002-03 BUDGET

SUMMARY OF REVENUES AND EXPENDITURES

Section Title: **SANITATION ZONE - GEYSERVILLE - BONDS**
 Section/Index Nc 681205

Sub-Object No. and Title	Adopted 2001-02	Requested 2002-03	Difference	Percent Change
REVENUES:				
<u>TAXES</u>				
1000 Prop Taxes - CY Secured	\$26,000	\$26,000	\$0	0.00%
1020 Prop Taxes - CY Supplemental	600	600	0	0.00%
1040 Prop Taxes - CY Unsecured	600	600	0	0.00%
1060 Prop Taxes - PY Secured	0	0	0	N/A
Subtotal Taxes	\$27,200	\$27,200	\$0	0.00%
<u>USE OF MONEY</u>				
1700 Interest on Pooled Cash	\$3,375	\$3,375	\$0	0.00%
Subtotal Use of Money	\$3,375	\$3,375	\$0	0.00%
<u>INTERGOVERNMENTAL REVENUES</u>				
2440 St - HOPTR	\$800	\$800	\$0	0.00%
Subtotal Intergovernmental Revenues	\$800	\$800	\$0	0.00%
TOTAL REVENUES	\$31,375	\$31,375	\$0	0.00%
EXPENDITURES:				
<u>SERVICES AND SUPPLIES</u>				
6635 Fiscal Agent Fees	\$200	\$200	\$0	0.00%
Subtotal Services and Supplies	\$200	\$200	\$0	0.00%
<u>OTHER CHARGES</u>				
7920 Interest	\$17,725	\$17,725	\$0	0.00%
Subtotal Other Charges	\$17,725	\$17,725	\$0	0.00%
<u>ADMINISTRATIVE CONTROL ACCOUNT</u>				
9200 Ent - Principal	\$11,000	\$11,000	\$0	0.00%
9209 Ent - Principal Clearing	(11,000)	(11,000)	0	0.00%
Subtotal Administrative Control	\$0	\$0	\$0	N/A
TOTAL EXPENDITURES	\$17,925	\$17,925	\$0	0.00%
TOTAL NET COST (Expenditures Minus Revenues)	(\$13,450)	(\$13,450)	\$0	0.00%

FY 2002-03 BUDGET CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Sanitation

Section Title: Sanitation Zone - Geyserville - Bonds

Character: Taxes

Character No.: 681205-10

1000 Prop Taxes - CY Secured

The Auditor-Controller establishes a tax rate sufficient to accumulate tax revenues necessary to make bond payments of interest and principal. The bonds were passed to fund construction of sewage facilities.

1020 Prop Taxes - CY Supplemental

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1040 Prop Taxes - CY Unsecured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1060 Prop Taxes - PY Secured

No amount is recommended since no revenue has been received in this account in recent years.

Note: The FY 2001-02 bond payment amount (principal and interest) is \$28,725. To avoid major fluctuations in the tax rate from year to year, the tax amount budgeted and/or collected each year may not correspond exactly to the annual bond payment (P&I). Over or under collection in any single year (when compared to the bond payment for that year) merely increases or decreases the fund balance retained in this index. The Auditor's long term tax rate calculations are designed to ensure that debt service obligations are met, while retaining an appropriate level of fund balance, and minimizing unnecessary tax rate fluctuations.

Character: Use of Money

Character No.: 681205-17

1700 Interest on Pooled Cash

This account records interest on pooled cash held for the Zone by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$75,000
Projected Interest Rate	4.50%
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Projected/Planned Interest on Pooled Cash	\$3,375

Character: Intergovernmental Revenue

Character No.: 681205-20

2440 St - HOPTR

FY 2002-03 BUDGET
CHARACTER JUSTIFICATION

This account records the receipt of State Home Owner's Property Tax Relief as allocated by the Auditor's Office. The claim is filed with the State based on the number of Homeowner's exemptions filed with the County.

6635 Fiscal Agent Fees

This account records the fee collected by the County Treasurer for acting as the fiscal agent.

Character Title: Other Charges Character No.: 681205-75

7920 Interest

This account reflects the interest expense on the outstanding general obligation bonds. The interest rate is 5%. Payments began January 1, 1981 and will continue semi-annually until January 1, 2020. The request for the forthcoming fiscal year is based on the bond amortization schedule prepared at the time the bonds were sold.

Character: Administrative Control Character No.: 681205-92

9200 Ent - Principal

This account reflects the principal expense for general obligation bonds that were issued in 1980 to finance the local share of a wastewater collection system. Payments on the bonds will continue until January 1, 2020. The request for the forthcoming fiscal year is based on the bond amortization schedule prepared at the time the bonds were sold.

The following reflects the bond principal payment history to date:

Original Amount of the General Obligation Bond Issue:	\$500,000
Total FY 80-81 through FY 99-00 Principal Payments:	(141,000)
FY 00-01 Principal Payment:	(11,000)
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Outstanding Bond Amount	\$348,000

9209 Ent - Principal Clearing

This is the clearing account for sub-object 9200, Ent - Principal.

FY 2002-03 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Sanitation
Section: Sanitation Zone - Geyserville - Bonds
Index No.: 681205

DESCRIPTION OF FUND ACTIVITY	Actual FY 00-01	Estimated FY 01-02	Requested FY 02-03
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance			
Available for Budgeting (See Detailed Components Below)	\$73,549	\$68,501	\$71,326
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	24,727	31,750	31,375
Expenditures - (Decrease) fund balance	(17,775)	(17,925)	(17,925)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	6,952	13,825	13,450
Adjustments to Reserves/Encumbrances:			
9200 - Enterprise Principal	(11,000)	(11,000)	(11,000)
Change in Matured Bonds Payable	(1,000)		
Net Adjustment - Increase/(Decrease) to Fund Balance	(12,000)	(11,000)	(11,000)
Undesignated/Unreserved <u>ENDING</u> Fund Balance			
Available for Budgeting	\$68,501	\$71,326	\$73,776
Total Increase/(Decrease) in Fund Balance for Fiscal Year (Difference between Beginning and Ending Balance)	(\$5,048)	\$2,825	\$2,450
<u>Fund Balance Components at Beginning of FY</u>	<u>7/1/00</u>	<u>7/1/01</u>	
Cash	\$84,379	\$80,331	
Matured Bonds Payable	(\$11,000)	(\$12,000)	
Total Beginning Fund Balance	\$73,379	\$68,331	

FY 2002-03 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Section Title: SANITATION ZONE - GEYSERVILLE - CONSTRUCTION
Section/Index No: 681304

Sub-Object No. and Title	Adopted 2001-02	Requested 2002-03	Difference	Percent Change
REVENUES:				
<u>USE OF MONEY</u>				
1700 Interest on Pooled Cash	\$12,150	\$12,150	\$0	0.00%
Subtotal Use of Money	\$12,150	\$12,150	\$0	0.00%
<u>OTHER FINANCING SOURCES</u>				
4625 OT - W/in Special Dist - BOS	\$35,000	\$35,000	\$0	0.00%
Subtotal Other Financing Sources	\$35,000	\$35,000	\$0	0.00%
TOTAL REVENUES	\$47,150	\$47,150	\$0	0.00%
EXPENDITURES:				
<u>FIXED ASSETS</u>				
8510 Buildings / Improvements	\$105,000	\$50,000	(\$55,000)	(52.38%)
9142 Capital Replacement Program	30,000	30,000	0	0.00%
Subtotal Fixed Assets	\$135,000	\$80,000	(\$55,000)	(40.74%)
TOTAL EXPENDITURES	\$135,000	\$80,000	(\$55,000)	(40.74%)
TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	\$87,850	\$32,850	(\$55,000)	(62.61%)

**FY 2002-03 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: Sonoma County Water Agency - Sanitation
Section Title: Sanitation Zone - Geyserville - Construction
Character: Use of Money

Character No.: 681304-17

1700 Interest on Pooled Cash

This account records interest on pooled cash held for the Zone by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$270,000
Projected Interest Rate	4.50%
Projected/Planned Interest on Pooled Cash	<u>\$12,150</u>

Character: Other Financing Sources

Character No.: 681304-46

4625 OT - W/in Special Dist - BOS

This account reflects the transfer of cash from the operations fund to the construction fund to finance the capital replacement program. If the operations fund does not have sufficient cash available to finance planned capital projects, the transfer will not be made and any uncompleted projects will be rescheduled and rebudgeted in the next fiscal year.

Character Title: Fixed Assets

Character No.: 681304-85

8510 Buildings / Improvements

This account reflects funds for treatment plant and disposal system expansion and improvement projects. The funds requested for the forthcoming year are intended to update the Facilities Plan.

9142 Capital Replacement Program

This account reflects funds for repair and replacement of the sewer collection system. Long-term replacement of existing facilities that are worn out and in disrepair will help to bring the facilities up to current sanitation standards and will extend the life of the sanitation infrastructure.

The amount requested for the forthcoming year is for a variety of repairs and replacement of worn out parts as needed.

FY 2002-03 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Sanitation
Section: Sanitation Zone - Geyserville - Construction
Index No.: 681304

DESCRIPTION OF FUND ACTIVITY	Actual FY 00-01	Estimated FY 01-02	Requested FY 02-03
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance			
Available for Budgeting (See Detailed Components Below)	\$328,770	\$374,962	\$350,962
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	70,045	66,000	47,150
Expenditures - (Decrease) fund balance	(5,585)	(90,000)	(80,000)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	64,460	(24,000)	(32,850)
Adjustments to Reserves/Encumbrances:			
4220 - Contributed Capital	6,129	0	0
Capitalized Interest			
Change in Encumbrances	(24,397)		
Net Adjustment - Increase/(Decrease) to Fund Balance	(18,268)	0	0
Undesignated/Unreserved <u>ENDING</u> Fund Balance			
Available for Budgeting	\$374,962	\$350,962	\$318,112
Total Increase/(Decrease) in Fund Balance for Fiscal Year (Difference between Beginning and Ending Balance)	\$46,192	(\$24,000)	(\$32,850)
<u>Fund Balance Components at Beginning of FY</u>	<u>7/1/00</u>	<u>7/1/01</u>	
Cash	\$328,770	\$399,359	
Accounts Payable	0	0	
Encumbrances	0	(24,397)	
Total Beginning Fund Balance	\$328,770	\$374,962	